



Court Interpreting Manager

Details

Job ID : 492

Title : Court Interpreting Manager

Job Code : 6191

Salary : \$50,000.00 (Annual)

Grade : 0

Tenured : NO

Job Departments

- Court Services - Court Interpreting

Purpose

DEVELOP, RECOMMEND, AND ADMINISTER THE STATE INTERPRETER CERTIFICATION; OVERSEE CENTRAL OFFICE COURT INTERPRETER STAFF; DIRECT THE SCHEDULING OF INTERPRETERS REQUIRED FOR COURT APPEARANCES.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 5 Years of Work Experience

Job Required Knowledge

- MASTER'S DEGREE, PREFERABLY IN ANTHROPOLOGY WITH AN EMPHASIS IN LINGUISTICS, CULTURAL STUDIES, FOREIGN LANGUAGE, OR OTHER CLOSLEY RELATED FIELD
- FIVE YEARS EXPERIENCE WORKING WITH NON-ENGLISH SPEAKING PERSONS IN MANAGEMENT CAPACITY IS REQUIRED

Job Skills/Abilities

- EXCELLENT COMMUNICATION ABILITIES BOTH WRITTEN AND ORAL
- ESSENTIAL KNOWLEDGE OF THE COURT SYSTEM IN GENERAL AND KENTUCKY IN SPECIFIC
- DEMONSTRATE FLEXIBILITY
- DESIRE FOR LIFELONG LEARNING, TEAMWORK, AND A DESIRE TO INNOVATE
- SOME TRAVEL IS REQUIRED

Job Preferred Knowledge

- FIVE YEARS EXPERIENCE WORKING WITH NON-ENGLISH SPEAKING PERSONS IN A MANAGEMENT CAPACITY IS REQUIRED

Job Duties

- CANDIDATE WILL DEVELOP, RECOMMEND, AND ADMINISTER THE STATE COURT INTERPRETER CERTIFICATION AND TRAINING PROGRAM
- OVERSEE CENTRAL OFFICE COURT INTERPRETING STAFF
- DIRECT THE SCHEDULING OF INTERPRETERS REQUIRED FOR COURT APPEARANCES
- CANDIDATE WILL REPORT DIRECTLY TO THE EXECUTIVE OFFICER OF COURT SERVICES
- OTHER DUTIES AS ASSIGNED